

Library Page

Job Description and Requirements

Description

- Performs routine support tasks; sorts, shelves and files library materials accurately according to library classification systems (alphabetical, numeric and alpha-numeric)
- Shift books when shelves get crowded
- Reads shelves for accuracy and reshelv misplaced items
- Assists in inventory of collection
- Performs various housekeeping tasks such as dusting shelves, straightening library appearance and other duties as assigned

Requirements

- Must be at least 16 years of age
- Must be able to work a flexible schedule, including mornings, afternoons, evenings and a Saturday rotation
- Willingness to work at a variety of locations, the Main Library and the Endicott Branch
- Moderate physical effort required in performing duties. Job requires lifting, bending, stretching, stooping, standing for long periods of time, pushing book carts weighing 50 or more pounds, and carrying items weighing up to 30 pounds. Must be able to walk and stand for extended periods, place books on shelves of varying height, frequently bending, kneeling, squatting or reaching to do so
- Ability to arrange items in numerical and alphabetical order.
- Aptitude for detail and neatness.
- Ability to understand and follow written and oral direction
- Ability to work independently in an efficient manner as well as cooperatively with coworkers
- Ability to work well with other staff members and with established guidelines
- Careful attention to details required

**Submit resume and application on or before April 4, 2014 to
Miriam Johnson, Human Resources Department, 26 Bryant St, Dedham, MA 02026**

Dedham Public Library Page Application

INFORMATION REQUIRED FOR YOUR APPLICATION

Name: _____ Email: _____

Home Address – Street: _____

City, State, Zip: _____

Phone: _____ Alternate Phone: _____

INFORMATION REQUIRED FOR YOUR ASSIGNMENT AND SCHEDULE

When will you be available to begin? _____

Circle Library Location Preference (all that apply)

Dedham Main

Dedham Endicott

Availability – Enter the time for each day you are available

Monday: _____ Tuesday: _____ Wednesday: _____

Thursday: _____ Friday: _____ Saturday: _____

Work/Volunteer Experience, including any special skills that would apply to the library:

Why do you want to work at the library?

Personal Reference – Please give name and information for two references:

Name: _____ Phone: _____ Relationship: _____

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In case of emergency, please notify:

Name/Relationship: _____ Phone: _____

Signature: _____ **Date:** _____